



COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 813

Posting Date: December 21, 2006

JOB TITLE	<u>GROUP SUPERVISOR, NIGHTS, PROBATION /SPANISH SPEAKING</u>
EXAM NUMBER	F8618X
FILING DATES	December 22, 2006 until needs are met
SALARY	<p>\$2,761.55 - \$3,420.09 MONTHLY Effective 08/01/2007: \$2,843.00- 3,521.18 Effective 08/01/2008: \$2,927.00- 3,525.36 \$100.00 Monthly Bilingual Bonus Pay</p>
ESSENTIAL JOB FUNCTIONS	<p>Makes initial security check and periodic rounds of the living unit beginning at 10:00 p.m. and continuing throughout the shift to visually observe each minor assigned to the unit; maintains order, safety and security in the unit and communicates with staff members being relieved to determine the general condition of the unit and any unusual circumstances; takes appropriate action by alerting staff anytime a minor appears to be injured, attempting self-injury, or attempting escape; ensures that injured or ill minors obtain timely medical attention; supervises juveniles on awakening, in dressing, and in preparing for the day; responsible for preventing minors from harming themselves or others; and transports minors to medical care facilities, courts or other locations.</p>
SELECTION REQUIREMENTS	<p>(1) High school graduation or equivalent (G.E.D) or high school proficiency test indicating high school graduation level*. (3) Must meet qualifications for designation as a Peace Officer set forth in the California Government Code, which include, but not limited to:</p> <p>PEACE OFFICER REQUIREMENT: Must satisfy the State of California criteria for peace officer status, which includes</p> <ul style="list-style-type: none">- No felony convictions- U.S. Citizenship <p>AGE: 21 years of age at the time of filing</p> <p>Applicants must be able to communicate fluently in Spanish</p> <p>Physical Class: 4 - Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.</p> <p>Licenses: A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</p> <p>Special Requirement Information: *A COPY OF YOUR HIGH SCHOOL DIPLOMA OR G.E.D. CERTIFICATE MUST BE ATTACHED TO THE</p>

Probation Department: Address: 9150 Imperial Highway, Downey, CA 90242
24-Hour Job Line: (800)970-LIST; TTY Phone: (877) 988-7800

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**SPECIAL
INFORMATION**

APPLICATION AT THE TIME OF FILING.

(2) A Valid Red Cross CPR and First Aid Certificate prior to appointment.

Applicants must pass the Bilingual Proficiency Test which examines Spanish oral communication skills.

Shift: Any Shift

Study guides and other test preparation resources are available to help candidates prepare for the written Juvenile Corrections Officer Test on the Probation Department website at <http://probation.co.la.ca.us> under Candidate Orientation Booklet. **APPLICANTS MAY NOT TAKE THIS WRITTEN EXAMINATION (JUVENILE CORRECTIONS OFFICER) MORE THAN ONCE EVERY SIX (6) MONTHS. THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

APPLICANTS WHO HAVE TAKEN THE WRITTEN EXAMINATION (JUVENILE CORRECTIONS OFFICER) WITHIN THE LAST TWENTY-FOUR (24) MONTHS AND ATTAINED A PASSING SCORE WILL HAVE THEIR SCORES TRANSFERRED.

Candidates who interviewed within the past 6 months for Group Supervisor Nights, Probation F8618W and F8618V are NOT eligible to be re-interviewed and will have their scores automatically transferred.

As candidates are considered for appointment in band order, candidates who interviewed after the 6-month retake period with a score of 94.4 or lower (Bands 2 through 5) have the option to extend their interview scores or participate in the interview process to improve their score. However, candidates who interviewed after the 6-month retake period with a score of 94.5 or above (Bands V through 1) do not have the option to participate in the interview process because their banding will not increase. To extend your score, please advise the Exam Unit Staff, in writing, at the time of application filing. If you wish to be re-interviewed rather than transfer your score, THE LATEST INTERVIEW SCORE WILL APPLY.

Retake: No person may compete for this exam more than once every six (6) months.

**VACANCY
INFORMATION**

The resulting eligible register for this examination will be used to fill vacancies located in the Los Angeles County Probation Department, **Residential Treatment Services and Detention Services Bureaus.**

**EXAMINATION
CONTENT**

This examination will consist of a qualifying written examination developed and validated by the State Board of Corrections which consist of Following Written Directions, Reading Comprehension, Writing Clarity, Writing Detail, Accuracy and Work attitude Survey; and an oral interview covering training, experience, and personal fitness to perform the duties of the position weighted 100%. Only those applicants who pass the written examination will be invited to the interview.

The names of candidates receiving a passing grade in the examination will be added to the eligible register and, unless appointed, will appear in the order of their score group for a period of 12 months following date of eligibility and may NOT reapply during this period.

Prior to the written examination, qualified candidates must pass a spanish speaking proficiency test administered by the County of Los Angeles. Candidates possessing a valid Los Angeles County Proficiency Certificate must attach a copy of the certificate to the application. Only those

candidates who pass the spanish speaking proficiency test will be invited to the written examination. The written exam will be scheduled on a recurring basis dependent upon vacancies in the class.

ALL CANDIDATES WILL BE REQUIRED TO PROVIDE POSITIVE IDENTIFICATION BEFORE BEING ADMITTED TO WRITTEN, INTERVIEW OR PERFORMANCE EXAMINATION. PLEASE BRING TO THE EXAMINATION A VALID DRIVER LICENSE OR ANOTHER FORM OF VALID IDENTIFICATION WHICH HAS YOUR PHOTOGRAPH AND SIGNATURE (SCHOOL OR BUSINESS I.D. CARD, BUILDING PASS, PROFESSIONAL LICENSE, VALID PASSPORT, ETC.)

**ELIGIBILITY
INFORMATION**

Candidates must receive a passing score of 70% or higher on the interview to be placed on the eligible register.

*** * * * IMPORTANT INFORMATION * * * ***

**APPLICATION
INFORMATION**

A standard Los Angeles County Employment Application must be submitted on business days ONLY between 8:00 a.m. and 5:00 p.m., beginning, December 22, 2006. This examination will remain open until the staffing needs of the Department are met and may close without advance notice. You may apply in person or mail your application to the address below:

The acceptance of your application will depend on whether you have clearly shown that you meet the SELECTION REQUIREMENTS. Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided, for education include the names and addresses of schools attended, titles of courses completed, dates completed and number of credits and/or certificates earned. **In order to receive credit for any type of courses taken, applicants must attach a proof of official college transcripts or degree/certificate indicating field of study with registrar's signature and/or school seal to the application at the time of filing.** For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

County of Los Angeles Probation Department
Human Resources Office
9150 East Imperial Hwy
Downey, CA 90242
(562) 940-2659

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (562) 940-3552.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (562) 940-3552. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (877) 988-7800 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

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**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S
CREDIT**

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

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